

SECTION D PACKAGING AND MARKING

1. PACKAGING AND MARKING

All packaging and marking must conform to the Comprehensive Procurement Guideline (40 CFR 247), to the extent possible, within the framework of the Contractor's established standard commercial practices. The Comprehensive Procurement Guideline identifies products made with recovered material (www.epa.gov/cpg). Summarized, applicable requirements may include:

	Postconsumer Fiber	Total Recovered Material
Envelope paper, kraft	30%	30%
Envelope paper, white colored	10-20%	10-20%
Envelope paper, unbleached	10%	10%
Cotton fiber paper	30%	30%
Text and cover paper	30%	30%
Supercalendared	10%	10%
Machine finish groundwood	10%	10%
Paperies	30%	30%
Check safety paper	10%	10%
Cards (index, postal, other)	20%	50%
Pressboard report covers, binders	20%	20%
Tags and tickets	20%	20-50%
Newsprint	20-85%	20-100%
Corrugated containers (<300 psi)	25-50%	25-50%
Solid fiber boxes	40%	40%
Folding cartons	40-80%	100%
Industrial paperboard (tubes, cores, drums, cans)	45-100%	100%
Miscellaneous (pad backs, covered binders, book covers, mailing tubes, protective packaging)	75-100%	90-100%
Padded mailers	5-15%	5-15%
Carrierboard	10-15%	10-100%

2. **PACKING SLIPS**

- A. Packing slips, in duplicate, shall be included with each shipment and shall contain the following information:
- (1) Employee's name and shipping address;
 - (2) Unique Order Number;
 - (3) Item code, CLIN number, description, quantity ordered, quantity shipped, unit price, extended price for each separate type of item shipped, and total order price;
 - (4) Remaining allowance amount;
 - (5) Acknowledged receipt of any payment by the employee for the subject order (i.e. any form of payment other than use of the uniform allowance credit);
 - (6) Any order discrepancy data;
 - (7) Cautionary statement to the employee to inspect the received goods for deficiencies and instructions on how to input acceptance into the database system; and
 - (8) Direction to the employee on actions to take in the event of receipt of blemished or otherwise unacceptable product.
- B. Either as part of the packing slip or as a separate item, a receipt of the delivered package, to be signed by the recipient and returned to the Contractor, shall be included with each package or shipment.
- C. Copies of all packing slips and signed receipts shall be retained by the Contractor for the duration of the contract and shall be available to the Government for examination.
- D. Either included on the packing slip or as a separate notice, the Contractor shall include with each delivered order, a statement of warranty of or for the delivered goods.